



THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Associate Attorney
SALARY RANGE: \$55,889.00
DATE POSTED: May 01, 2023 – Until Filled

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited law school.
- Member of State Bar of Michigan in good standing.
- Experience conducting legal research using Westlaw, Lexis and available legal resources.
- Experience advocating and presenting matters in court, preferred.
- Experience with domestic law and litigation; and handling domestic relations matters preferred.

DESCRIPTION OF WORK:

The Associate Attorney reports to the Supervising Senior Staff Attorney of a department in the Legal Division of the Office of Friend of the Court. Under supervision, the Associate Attorney handles domestic relations matters on a judge’s or specialized dockets. The Associate Attorney is responsible to uphold the Legal Division’s overall objective of ensuring that the office’s procedures and court’s orders are established and enforced according to law and court rules.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE CAREER SITE PAGE. THE LINK IS LISTED BELOW.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score (minimum score of 75%) on each portion of the examination process shall be placed on the eligibility list according to final scores.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant’s qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable.**

SCREENING COMPONENTS AND WEIGHTS (Total 100% MAX-75% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	25%
Interview	75%

Applicants must attain a minimum score on each portion of the examination before being invited to participate in and/or be rated on subsequent parts of the examination. *The written exam will cover the Michigan child support formula manual, along with all the statutes related to friend of the court work. This may include but is not limited to the support and parenting time enforcement act, the child custody act, the paternity act, the revocation of paternity act, etc.*

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement. APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM THROUGH THE COURT’S WEBSITE: www.3rdcc.org. CLICK ON “ESSENTIAL LINKS”, THEN UNDER “QUICK LINKS” CLICK ON “JOB POSTINGS”.** The direct link to this site:

<https://secure6.entertimeonline.com/ta/6051784.careers?CareersSearch>

A valid email address is required to apply. Applicant will receive a confirmation after successful submission of the electronic application. An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL AND/OR IV-D BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****